

*City of Alexandria, Virginia*  
*Department of Planning & Zoning*

---

**SPECIAL USE PERMIT CERTIFICATE**

Article XI, Division A, Section 11-510 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia requires that you display this special use permit in a conspicuous and publicly accessible place. A copy of the list of conditions associated with the special use permit shall be kept on the premises and made available for examination by the public upon request.

Special Use Permit #2011-0083  
Approved by Planning and Zoning: January 23, 2012  
Permission is hereby granted to: Burke and Herbert Bank and Trust Company  
to use the premises located at: 304 and 306 East Monroe Avenue  
for the following purpose: see attached report

It is the responsibility of the special use permit holder to adhere to the conditions approved by City Council. The Department of Planning and Zoning will periodically inspect the property to identify compliance with the approved conditions. If any condition is in violation, the permit holder will be cited and issued a ticket. The first violation carries a monetary fine. Continued violations will cause staff to docket the special use permit for review by City Council for possible revocation.

1/23/12

Date

Farroll Hamer / FR

Farroll Hamer, Director  
Department of Planning and Zoning

DATE: January 19, 2012

TO: Barbara Ross, Deputy Director  
Department of Planning and Zoning

FROM: Nathan Randall, Planner  
Department of Planning and Zoning

SUBJECT: Special Use Permit #2011-0083  
Administrative Review for Minor Amendment  
Site Use: Noncomplying Drive-Through Window for Personal  
Service (Bank)  
Applicant: Burke and Herbert Bank and Trust Company by Duncan  
Blair  
Location: 304 and 306 East Monroe Avenue  
Zone: CL / Commercial Low

---

**Request**

Special Use Permit #2011-0083 is a minor amendment request to change one of two noncomplying, full-service drive-through teller lanes at Burke & Herbert Bank into a lane exclusively for ATM users. A drive-up ATM machine will be installed in place of the vacuum tube and intercom system that now exists in the lane to connect customers to a teller inside the building. No other changes to the operation are proposed.

**Background**

Burke and Herbert Bank has been located on this site for decades. In 1992, as part of the City-wide rezoning, the property was rezoned from C-2 to CL. The existing one-lane drive-through window at the bank became a noncomplying use since it was not allowed in CL. Pursuant to Section 12-302 of the Zoning Ordinance concerning the expansion of noncomplying uses, City Council approved SUP#2720 in 1994 to allow a second drive-through window at the bank.

On January 12, 2012, staff visited the subject property and found no violations of the conditions of Special Use Permit #2720. Staff has not received any complaints that would require staff to docket the special use permit for public hearing.

**Community Outreach**

Public notice was provided through eNews, via the City's website, and by posting a placard on the site. In addition, the Del Ray Citizens' Association was sent an e-mail with information about the current application. Staff has not received any comments from residents or adjacent businesses that would require staff to docket the Special Use Permit for public hearing.

**Staff Action**

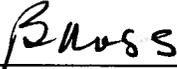
Staff does not object to the minor amendment request, which represents a small change to existing Special Use Permit approval consistent with Section 11-511(A)(2) of the Zoning Ordinance regarding minor amendments. Staff has included a few standard conditions in this report regarding matters such as litter and noise and one special condition (Condition #4) requiring the bank to maintain the existing, historic sign at the site. Staff believes that this rooftop sign, which dates back to the 1940s, is a unique feature of the site that contributes to the character of the Del Ray neighborhood.

Staff hereby approves the Special Use Permit request.

**ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:**

Date: January 23, 2012

Action: Approved



\_\_\_\_\_  
Barbara Ross, Deputy Director

- Attachments: 1) Special Use Permit Conditions  
2) City Department Comments  
3) Statement of Consent

**CONDITIONS OF SPECIAL USE PERMIT #2011-0083**

The applicant is responsible for ensuring that the following conditions are adhered to at all times. Violation of any of the conditions may result in fines and/or referral to public hearing by the Planning Commission and City Council.

1. The Special Use Permit shall be granted to the applicant only or to any business or entity in which the applicant has a controlling interest. (P&Z) (SUP#2720)
2. **CONDITION AMENDED BY STAFF:** The drive-through teller facility shall be open from 2:00pm until 7:00pm Monday-Friday and from 9:00am until 2:00pm on Saturday, as requested by the applicant. The drive-through ATM may operate 24 hours/day. (P&Z) (SUP#2720)
3. **CONDITION AMENDED BY STAFF:** No waiting lines for ~~tellers~~ the drive-through teller or drive-through ATM shall be allowed to back up onto Monroe Avenue. (P&Z) (T&ES) (SUP#2720)
4. **CONDITION ADDED BY STAFF:** The applicant shall maintain the historic rooftop sign reading "BANK" in good condition in perpetuity to the satisfaction of the Director of Planning & Zoning. (P&Z)
5. **CONDITION ADDED BY STAFF:** All loudspeakers, with the exception of the intercom system for the drive thru, shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (P&Z) (T&ES)
6. **CONDITION ADDED BY STAFF:** Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
7. **CONDITION ADDED BY STAFF:** Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up at least twice a day and at the close of business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)
8. **CONDITION ADDED BY STAFF:** The applicant shall require its employees who drive to use off-street parking and/or provide employees who use mass transit with subsidized bus and rail fare media. The applicant shall also post DASH and Metrobus schedules on-site for employees. (T&ES)
9. **CONDITION ADDED BY STAFF:** The Director of Planning and Zoning shall review the Special Use Permit one year after approval, and shall docket the matter for consideration by the Planning Commission and City Council if: (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the director received a request from any person to docket the permit for review as the result of a

complaint that rises to the level of a violation of the permit conditions or (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F - finding

Transportation & Environmental Services:

- R-1 **Amended by Staff:** No waiting lines for ~~teller facility~~ the drive-thru teller or the drive-thru ATM shall be allowed to back up onto Monroe Avenue. (SUP2720) (P&Z) (T&ES)
- R-2 **Added by Staff:** All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES)
- R-3 **Added by Staff:** Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
- R-4 **Added by Staff:** Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up at least twice a day and at the close of business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)
- R-5 **Added by Staff:** The applicant shall require its employees who drive to use off-street parking and/or provide employees who use mass transit with subsidized bus and rail fare media. The applicant shall also post DASH and Metrobus schedules on-site for employees. (T&ES)
- C-1 **Added by Staff:** The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). (T&ES) (SUP2010-00019)
- In order to comply with this code requirement, the applicant shall provide a completed Recycling Implementation Plan (RIP) Form within 60 days of City Council approval. Contact the City's Recycling Program Coordinator at (703) 519-3486, or via e-mail at [commercialrecycling@alexandriava.gov](mailto:commercialrecycling@alexandriava.gov), for information about completing this form.
- C-2 **Added by Staff:** The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)

Code Enforcement:

- F-1 No Comments Received

Health Department:

F-1 No Comments

Parks and Recreation:

F-1 No Comments Received

Police Department:

F-1 No Comments Received

STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2011-0083. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the bank drive-through use at 304-306 East Monroe Avenue.

  
Applicant - Signature

2/2/12  
Date

Robert Kormsai Jr  
Applicant - Printed

2/2/12  
Date